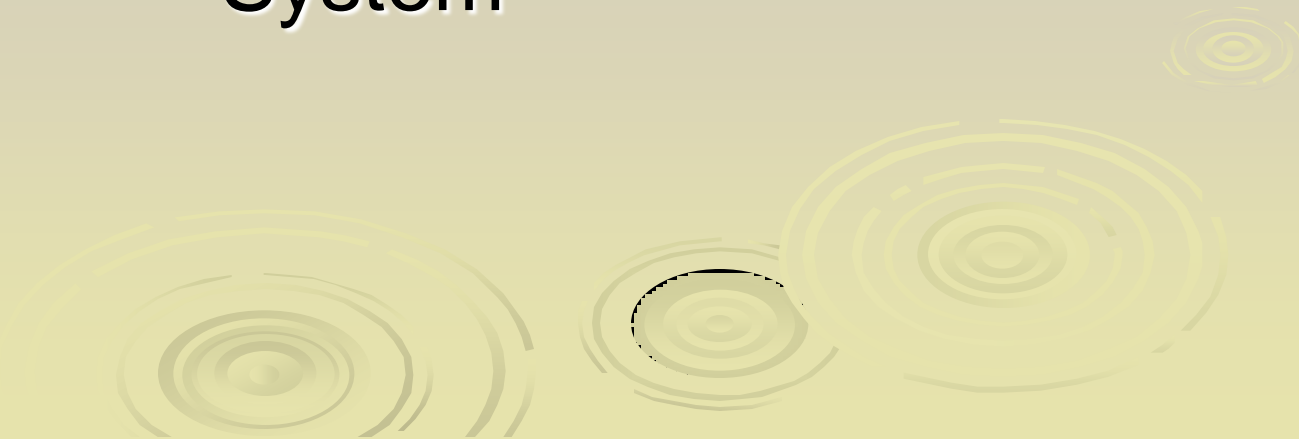


Iowa Ethics & Campaign Disclosure Board

How to Use the Web Reporting
System



Logging In

- Find the log in page on our Web site www.iowa.gov/ethics; click Filing Reports Electronically (on the left side 2nd from the bottom); click Personal Financial Disclosure Statements

Iowa Ethics & Campaign Disclosure Board

Today is: Tue Mar 09 10:28:47 2010.

search our site:

ELECTRONIC FILING

Effective January 1, 2010, all statements and reports filed by new committees for state office must be filed electronically. Effective January 1, 2012, all statements and reports filed by all committees for state office must be filed electronically. Effective May 1, 2010, all statements and reports filed by state parties and state PACs must be filed electronically. Effective December 23, 2009, all personal financial disclosure statements must be filed electronically. Effective January 25, 2010, all executive branch lobbyist registrations and reports must be filed electronically.

This page is to be used by persons wishing to **file** a report using the internet. If you are instead interested in **viewing** a report, [click here](#).

- Click here to see a list of reports that can be filed electronically.

- Campaign Committees
- Out of State/Federal Committees (VSR Form)
- Organizations Making a One-Time Contribution (DR-OTC)
- Executive Branch Lobbyist/Client
- Personal Financial Disclosure Statements

Reports that are not mandated to be filed electronically can be filed out on your computer, printed, and then mailed, faxed, or sent as an email attachment. [Click here for the blank forms page.](#)

Site Index | Main

Help Print

General Information

Name Format: Last Name, First Name

Name

Business Address

Business Address

City

State

Zip

Phone Number

Email

Covered Year

Government/Political Positions

Agency/Dept

Other

If there is no division choose None/Not Applicable.

Division

Other

Position Held

Other

Add

Statewide Office

(non-incumbent candidates only)

You must click add after selecting your Agency/Dept/Position. Repeat the process for additional positions.

Business Occupation/Positions

Occupation/Position

Business/Employer

Add

Sources of Income

Source

Type

Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

☐ If you had no sources of income over \$1,000 other than the position listed above, click here.

* = Required

Business Occupation/Positions are those IN ADDITION to the position that required you to file this statement.

Sources of Income: In the categories available in the drop-down list, select each source from which you received more than \$1,000 in gross annual income during the previous calendar year. The amount or value of the holding is NOT required to be listed. Income includes the total amount of any income received jointly with one or more persons exceeding \$1,000. Do NOT report income received solely by your spouse or other family members. A source is reportable if the gross income produced was subject to federal or state income tax during the reporting period. You must click "add" after each selection to add this to your report.

By clicking the "submit" button below I certify that this statement is true and accurate to the best of my knowledge. I understand that I am subject to potential civil and criminal penalties for failing to file an accurate statement or for failing to file this statement by the required due date.

Submit

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General Information

- Please fill in all blanks.
- Covered Year is 2010.

PFD - Personal Financial Disclosure		Help	Print
General Information		Government/Political Positions	
Name Format: Last Name, First Name		Agency/Dept	
Name	<input type="text"/>	<input type="text" value="-- Select Agency / Dept --"/>	
Business Address	<input type="text"/>	Other <input type="text"/>	
Business Address	<input type="text"/>	If there is no division choose None/Not Applicable.	
City	<input type="text"/>	Division <input type="text"/>	
State	<input type="text" value="IA"/>	Other <input type="text"/>	
Zip	<input type="text"/>	Position Held <input type="text"/>	
Phone Number	<input type="text" value="(555-555-5555)"/>	Other <input type="text"/>	
Email	<input type="text"/>	<input type="button" value="Add"/> You MUST click this button after selecting information.	
Covered Year	<input type="text" value="2010"/>	Once you have chosen your fields, click add. You may choose more than one position if you are required to file for more than one.	
Choose the year that your report is required to cover.			
Business Occupation/Positions		Sources of Income	
Occupation/Position	<input type="text"/>	Source	<input type="text"/>
Business/Employer	<input type="text"/>	Type	<input type="text" value="-- Select Income Type --"/>
<input type="button" value="Add"/>		<input type="button" value="Add"/>	
<input type="checkbox"/> If you were not employed by anyone other than the		<input type="checkbox"/> If you had no sources of income over \$1,000 other than	

Business Occupation/Position

- Only fill in this information if you worked for someone other than your agency.

If not then
just check
the box



Help Print

General Information

Name Format: Last Name, First Name

Name *

Business Address

Business Address

City

State

Zip

Phone Number (555-555-5555)

Email

Covered Year *

Choose the year that your report is required to cover.

Business Occupation/Positions

Occupation/Position

Business/Employer

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

* = Required

Business Occupation/Positions are those IN ADDITION to the position that required you to file this statement.

Sources of Income: In the categories available in the drop-down list, select each source from which you received more than \$1000 in gross annual income during the previous calendar year. The amount or value of the holding is NOT required to be listed. Income includes the total amount of any income received jointly with one or more persons exceeding \$1000. Do NOT report income received solely by your spouse or other family members. A source is reportable if the gross income produced was subject to federal or state income tax during the reporting period. You must click "add" after each selection to add this to your report.

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Government/Political Positions

Agency/Dept

Other

If there is no division choose None/Not Applicable.

Division

Other

Position Held

Other

Statewide Office

(non-incumbent candidates only)

You must click add after selecting your Agency/Dept/Position. Repeat the process for additional positions.

Sources of Income

Source

Type

☐ If you had no sources of income over \$1,000 other than the position listed above, click here.

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Government/ Political Positions

- Select an “Agency/Dept”, “Division” and “Position Held”
- You must select the “Add” button in order to continue.
- If the information is not available please put something in “Other” and then select “Add”.

IECDB Web Reporting System

PFD - Personal Financial Disclosure

General Information

Name Format: Last Name, First Name
 Name:
 Business Address:
 Business Address:
 City:
 State:
 Zip:
 Phone Number: (555-555-5555)
 Email:
 Covered Year:

Choose the year that your report is required to cover.

Government/Political Positions

Agency/Dept:
 Other:
 If there is no division choose None/Not Applicable.
 Division:
 Other:
 Position Held:
 Other:
 Add

Business Occupation/Positions

Occupation/Position:
 Business/Employer:
 Add

Sources of Income

Source:
 Type:
 Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

IECDB Web Reporting System

PFD - Personal Financial Disclosure

General Information

Name Format: Last Name, First Name
 Name:
 Business Address:
 Business Address:
 City:
 State:
 Zip:
 Phone Number: (555-555-5555)
 Email:
 Covered Year:

Choose the year that your report is required to cover.

Government/Political Positions

Agency/Dept:
 Other:
 If there is no division choose None/Not Applicable.
 Division:
 Other:
 Position Held:
 Other:
 Add

Business Occupation/Positions

Occupation/Position:
 Business/Employer:
 Add

Sources of Income

Source:
 Type:
 Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

IECDB Web Reporting System

PFD - Personal Financial Disclosure

General Information

Name Format: Last Name, First Name
 Name:
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 Business Address:
 City:
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 Phone Number: (555-555-5555)
 Email:
 Covered Year:

Choose the year that your report is required to cover.

Government/Political Positions

Agency/Dept:
 Other:
 If there is no division choose None/Not Applicable.
 Division:
 Other:
 Position Held:
 Other:
 Add

Business Occupation/Positions

Occupation/Position:
 Business/Employer:
 Add

Sources of Income

Source:
 Type:
 Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

IECDB Web Reporting System

PFD - Personal Financial Disclosure

General Information

Name Format: Last Name, First Name
 Name:
 Business Address:
 Business Address:
 City:
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 Zip:
 Phone Number: (555-555-5555)
 Email:
 Covered Year:

Choose the year that your report is required to cover.

Government/Political Positions

Agency/Dept:
 Other:
 If there is no division choose None/Not Applicable.
 Division:
 Other:
 Position Held:
 Other:
 Add

Business Occupation/Positions

Occupation/Position:
 Business/Employer:
 Add

Sources of Income

Source:
 Type:
 Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

that required you to file this statement.

list, select each source from which you received more than \$1000 in gross annual income during the reporting period. Income includes the total amount of any income received jointly with your spouse or other family members. A source is reportable if the gross income exceeds \$1,000 in the reporting period. You must click "add" after each selection to add this to your report.

It is true and accurate to the best of my knowledge. I understand that I am subject to potential civil and criminal penalties for providing false information.

Sources of Income

- Specific dollar amounts are not required.
- If you have other sources of income, please select “Add” after each source if multiple sources.

[Help](#) [Print](#)

General Information

Name Format: Last Name, First Name

Name

Business Address

Business Address

City

State

Zip

Phone Number (555-555-5555)

Email

Covered Year

Choose the year that your report is required to cover.

Business Occupation/Positions

Occupation/Position

Business/Employer

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

* = Required

Government/Political Positions

Agency/Dept

Other

If there is no division choose None/Not Applicable.

Division

Other

Position Held

Other

Statewide Office

(non-incumbent candidates only)

You must click add after selecting your Agency/Dept/Position. Repeat the process for additional positions.

Sources of Income [Help](#)

Source

Type

☐ If you had no sources of income over \$1,000 other than the position listed above, click here.

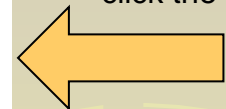
Business Occupation/Positions are those IN ADDITION to the position that required you to file this statement.

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If you have no other sources of income then just click the box.



Ready to File

- After reviewing everything, to file click “Submit”

[Help](#) [Print](#)

General Information

Name Format: Last Name, First Name

Name

Business Address

Business Address

City

State

Zip

Phone Number (555-555-5555)

Email

Covered Year

Choose the year that your report is required to cover.

Government/Political Positions

Agency/Dept

Other

If there is no division choose None/Not Applicable.

Division

Other

Position Held

Other

Add

Statewide Office

(non-incumbent candidates only)

You must click add after selecting your Agency/Dept/Position. Repeat the process for additional positions.

Business Occupation/Positions

Occupation/Position

Business/ Employer

Add

☐ If you were not employed by anyone other than the agency and for the position held above, click here.

Sources of Income

Source

Type

Add

☐ If you had no sources of income over \$1,000 other than the position listed above, click here.

Help

* = Required

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Submit

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Submitted

- Once you have submitted the form it will come to our office for approval. It will be posted to the 2011 PFD on our Web site so you can make sure it has been received and approved.

<http://www.iowa.gov/ethics/viewreports/index.htm>

The screenshot shows the Iowa Ethics & Campaign Disclosure Board website. On the left is a navigation menu with links: About the Board, Address Lists, Blank Report Forms, Campaigns, Ethics, Filing Electronically, Lobbying, Camp/Rules/Options, Sanctions/Actions, and View Reports. The main content area has a search bar and a section titled 'Click on a category to view more topics' with links to General Report Information, Campaign Report Help, View Filed Ethics Reports, View Filed Campaign Reports, View Filed Lobbying Reports, and Delinquent Reports. Below this are sections for General Report Information (Limitation on Use of Information on Reports, What report information is available for viewing, Report Due Dates, View when filed reports were audited by Board staff), Delinquent Reports (View List of Delinquent Filers), View Filed Ethics Reports (Agency Gift Reporting, Dual Executive Branch Compensation, Governor's Office Consents for Sales/Leases, Personal Financial Disclosure, Regulatory Agency Consents for Sales/Leases, 2010 Function Pre-Registrations), and Campaign Report Help (FAQ/Tips for Viewing State/Local Reports, What Schedules A-H Mean on Reports, PAC Sponsors/Parent Entities, Funds Covered by State Party Reports, How and When Committees Filed). An orange arrow points from the 'View Filed Ethics Reports' link to a second screenshot of the 'Personal Financial Disclosure Statements' page. This second page explains that reports are filed annually on April 30 and lists three points: 1. Click here to access reports filed from 2004-current. 2. Reports filed from 1999-2003 are available for viewing at the Secretary of State's Web site (click here). 3. Some members of the General Assembly serve on boards of the executive branch that would require filing with the Ethics Board. An orange arrow points from the 'Click here' link in point 1 to a third screenshot of the 'IECDB State/Local Campaign Disclosure Reports' page. This page has a table of reports for various years.

Iowa Ethics & Campaign Disclosure Board

Today is: Tue Mar 23 14:20:03 2010.

search our site: Search

Click on a category to view more topics

- General Report Information
- Campaign Report Help
- View Filed Ethics Reports
- View Filed Campaign Reports
- View Filed Lobbying Reports
- Delinquent Reports
- View Federal Reports

General Report Information

- Limitation on Use of Information on Reports
- What report information is available for viewing
- Report Due Dates
- View when filed reports were audited by Board staff

Delinquent Reports

- View List of Delinquent Filers

View Filed Ethics Reports

- Agency Gift Reporting
- Dual Executive Branch Compensation
- Governor's Office Consents for Sales/Leases
- Personal Financial Disclosure
- Regulatory Agency Consents for Sales/Leases
- 2010 Function Pre-Registrations

Campaign Report Help

- FAQ/Tips for Viewing State/Local Reports
- What Schedules A-H Mean on Reports
- PAC Sponsors/Parent Entities
- Funds Covered by State Party Reports
- How and When Committees Filed

Iowa Ethics & Campaign Disclosure Board

Today is: Tue Mar 23 14:20:03 2010.

search our site: Search

Personal Financial Disclosure Statements

These reports are filed annually on April 30 for each year the person was in a required position (see Iowa Code 68B.35). Candidates for statewide office file the report on April 30 of the year in which the candidates are on the ballot. Reports cover the previous year.

- Click here to access reports filed from 2004-current.
- Reports filed from 1999-2003 are available for viewing at the Secretary of State's Web site (click here).
- Some members of the General Assembly serve on boards of the executive branch that would require filing with the Ethics Board. Pursuant to rule 351-7.1(3) a member of the General Assembly who files a form with the Secretary of the Senate or Chief Clerk of the House is not required to file an additional form with the Board. Statements of Economic Interests filed by legislators are posted on the General Assembly's Web site at: www2.legis.state.ia.us/chambers.html.

last updated: August 4, 2008

Site Index | Main

IECDB Web Reporting System

IECDB State/Local Campaign Disclosure Reports

[Click here for State Report Due Date and Time Period Table.](#)
[Click here for County/Local Report Due Date and Time Period Table.](#)

Report
2012
2011 for covered year 2010
2010
2009
2008
2007
2006
2005
2004